



POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING CORRECTIONAL EDUCATION PROGRAM

June 3, 2005

OPEN AND CONTINUOUS RECRUITMENT

The Maryland State Department of Education is accepting applications on a continuing basis to build an applicant pool for anticipated position vacancies in correctional facilities. Applicants will remain active for one year following receipt and will be considered as openings occur.

POSITION TITLE: Librarian

SALARY: Salary to be determined based on an institutional salary scale following assessment of the applicant's educational credentials and experience.

NATURE OF WORK: This is a professional position responsible for managing a library branch in a correctional library system.

DUTIES AND RESPONSIBILITIES: Manages the provision of library and information services in a Correctional Education Libraries branch using current library practice. Develops and manages collection; provides reference services and aids patrons in the development of information seeking and finding skills; promotes the use of the program; assures access and delivery of library services within the facility/facilities.

MINIMUM QUALIFICATIONS: A Masters Degree in Library Information Science or Library Media from a college or university graduate program accredited by the American Library Association and one year of professional library experience.

ESSENTIAL REQUIREMENTS: Knowledge of current library practices, telecommunications, and electronic technologies; skill in providing a variety of library services to a diverse customer base; skill in managing multiple tasks; ability to supervise a diverse workforce; ability to work as a team member; ability to communicate effectively, both orally and in writing; ability to lift and move materials and equipment.

PROCEDURE FOR APPLICATION: Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Librarian. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Completed Applications must be directed to the Staff Employment Section, Human Resource Management Branch, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at: www.marylandpublicschools.org/MSDE/aboutmsde/jobs.
Appropriate accommodations for individuals with disabilities are available upon request.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCESS:

Upon receipt, applications will be screened and placed in one of these categories: Best Qualified, Better Qualified, Qualified, or Not Qualified. Applicants will be notified of their category. Applications will continue active consideration for one year from the date of receipt. Requests to continue active consideration for an additional year will be honored providing the request is made in the twelfth month of receipt of the application. If an applicant declines to be interviewed two times or refuses a position two times, the application will be removed from active consideration.

**CONDITIONS OF
EMPLOYMENT:**

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police Investigation as a routine procedure for all employees required to work in State Correctional Institutions. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. If, once employed, it is determined that the incumbent does not qualify for at least a Provisional Certificate, the incumbent's employment will be terminated. Also, failure to obtain and maintain a Maryland Educational Media or Public Librarian Certificate will be the basis for termination of employment.

CLOSING DATE:

Open and Continuous